

State Personnel Department 2007 Recruitment Plan

The Indiana State Personnel Department 2007 Recruitment plan represents an aggressive and strategic recruitment approach to recruit widely for positions at all levels, utilizing targeted recruitment plans for our centralized state agencies. Workforce competency gaps are closed through the use of effective recruitment and retention strategies, creating a workforce capable of excellent performance in the world of civil service.

The Indiana State Personnel Department functions as a central resource on employment needs related to recruitment, affecting both agencies and applicants. Our recruitment focus includes, but is not limited to, direct recruiting for centralized agencies, consulting with agencies on recruitment and best practices, attending job fairs on behalf of state agencies, design of and training on the PeopleSoft e-Recruit applicant tracking system, and creating and maintaining a branding campaign for Indiana State Government, which is used in advertisements, brochures and other marketing materials.

Centralization- Presently the employment division handles centralized recruitment for 26 state agencies. Its goal is to ensure that all staffing needs are met in a timely and cost effective manner. The division actively communicates the State of Indiana's exciting mission and career opportunities while consistently working with senior leaders and managers within the centralized agencies to create and develop a custom recruitment approach to fill the agencies respective openings. The division seeks to attract and select highly-qualified applicants, which leads to a better fit to the job and supports retention.

Technology-SPD provides assistance to state agencies in their recruitment efforts and initiatives through technology-based methods, in particular, the PeopleSoft HR module, e-Recruit, a one stop recruitment tool for finding and applying for state jobs. It is the first stop for job seekers, and it provides efficiency to the State by decreasing the amount of time it takes to source candidates. Other technology based recruitment strategies involve internet/television/radio advertising, resume mining, and virtual job fairs.

College Recruitment and Planning-Our organized group of recruitment consultants ensure a sufficient flow of quality applicants to meet staffing needs identified in the recruitment plans that they have outlined for each agency by intensive recruiting on college campuses. During the first quarter, the employment division attended and hosted events at twenty-six (26) colleges and events nationwide. The Employment Division seeks quality undergraduate and graduate students to fill positions throughout state government. This is achieved by hosting campus information sessions, college/university internet postings, open interviewing on college campuses and accessing student/resume databases. This is done at Indiana colleges and universities as well as surrounding states' colleges and universities.

Career Planning- The division promotes continuous career planning by working with professional organizations such as Human Resource Association of Central Indiana and

National Society of Black Engineers. The employment division attends large and small job events focused at various targeted demographics, groups and professions.

Branding-Included in our recruitment plan, is a consistent branding campaign to increase the visibility of state government employment opportunities. The brand promotes the state as an employer “Driven by People,” emphasizing the value of our human capital as a critical asset and signaling our preference for employees who will drive the State toward achievement of its goals. The brand is intended to attract employees seeking challenging opportunities, stretch goals, and the rewards that go along with achieving such goals.

Advertising-The employment division has identified and selected a vendor to assist state agencies with their recruitment advertising needs. Through these targeted efforts, the state is capable of reaching candidates through display newspaper advertising, internet job postings (i.e. Careerbuilder, Monster.com, and local options), direct mailers, employment brochures, radio and television.

Community Involvement/Outreach- The division participates in a variety of community and outreach programs. We have been fortunate to participate in community recruitment events hosted by members of the Indiana House of Representatives. In addition, we continue to attend employment events hosted by Indiana Black Expo. This event typically gives us the opportunity to market our positions to a larger, more diverse audience. In conjunction with state-wide Work One offices the employment division will work with state agencies that have experienced governmental reorganizations and with a variety of Indiana companies that have ceased operations or are experiencing downsizing. We market government employment within these agencies and companies and offer placement assistance, recruitment advice and knowledge about Indiana State Government to those employees affected. In addition, we also offer employment counseling to assist internal and external applicants in understanding the employment process, the minimum qualifications and ways to maximize the effectiveness of their search for employment with Indiana State Government.

On-Boarding - This program, consisting of a self-service website and a half-day training session, enhances the way we introduce our new employees into a performance oriented, goal driven workforce. The focus is on preparing new employees, which enhances productivity and organizational efficiencies such as a return on our investment for each new employee.